

The **Production Supervisor** supports the Production Department in the successful execution of events, management of expenses, and provision of exemplary customer service to all customer in order to maintain the Performing Arts Center Authority's (PACA) image as a premier performing arts organization and to maximize revenue opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise the Production Department and the stage activities as assigned and in the absence of the Director of Production and the Production Managers by making decisions regarding technical matters, BCPA emergencies, safety, financial interest of the client, and the financial interest of PACA.
- Responsible for the supervision of Production Coordinators, Union Crews, Event Security and Backstage Caterers.
- Responsible for advancing or overseeing all catering, hospitality, housing, ground transportation, event security and incidentals, necessary for the successful execution of assigned events.
- Track all revenue and expenses incurred by the Production Department.
- Prepare correspondence and distributed information in a clear, concise, and professional manner.
- Process union stagehand payrolls weekly.
- Process and code all Production Department, client, and show-related invoices.
- Provide administrative support to all members of the Production Department operations (filing, paper work, maintaining office equipment, placing orders for equipment with the approval of the Director of Production.
- Set up event space to include tables, chairs, risers, loading and moving gear etc. as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Able to effectively multitask, set priorities, shift priorities, and adapt to changes in situations.
- Able to work independently and as part of a team in a fast-paced environment.
- Able to handle projects and communications of a highly sensitive and confidential nature.
- Able to provide excellent customer service and communication skills.
- Able to communicate effectively, both verbal and written, in English.
- Able to handle physical effort by lifting up to 50 lbs, walking, and standing for long periods of time.
- Has basic experience working with A/V equipment, sound boards, lighting consoles, laptops and other related equipment.
- Able to manage and resolve unexpected situations on a regular basis.
- Able to demonstrate original thinking and creativity; meet challenges with resourcefulness; develop innovative approaches and ideas and present them in a clear and effective manner.
- Able to work a flexible schedule, including nights, weekends, and holidays regularly.
- Strong knowledge of basic theatrical production and procedures.
- Skilled in Windows-based programs, including Word, Excel, Outlook, PowerPoint and Publisher.
- Able to work effectively and positively with others.

REQUIRED EDUCATION AND EXPERIENCE

- AA Degree or Higher: General/Theater Production/or any equivalent combination of training and experience.

Interested candidates should submit their resume to prodsupsearch@browardcenter.org.